

THE BLUFFS GALLERY

Rental Agreement – Fall 2016

GENERAL INFORMATION

Exhibition opportunities at The Bluffs Gallery are available throughout the fall of 2016. Rental of The Bluffs Gallery refers specifically to the wall space, including the foyer and sunroom, for the duration of the exhibition period; however, floor space is open for negotiation for 3D or installation artworks. The Bluffs Gallery is an intimate community space that is ideally suited to hosting exhibitions of work by emerging, mid-career and professional artists. Consignment pieces displayed within the gallery remain permanently within the space and are updated and re-incorporated throughout the year on an ongoing basis.

Scarborough is a diverse community with a creative pulse. Scarborough Arts develops, delivers and promotes arts programming and cultural initiatives in collaboration with the community.

RENTAL INQUIRY INSTRUCTIONS

Please fill out the attached submission form and ensure that all fields are filled out clearly and properly in blue or black ink. Incomplete submission forms will not be considered.

Artist and exhibition selections are at the discretion of Scarborough Arts and will be fulfilled on a “first come, first serve” basis (includes submission form and deposit). Proposals by individual artists, groups and curators working in any media will be considered. Please send an exhibition proposal, artist(s) statement, C.V. and 3 example images of work (in high-resolution jpeg format). Please name files as: **LASTNAME_FIRSTNAME_TITLEOFPIECE** (i.e. SMITH_JANE_THEAPPLE).

MAIL OR IN-PERSON DROP OFF: BLUFFS GALLERY RENTAL, Scarborough Arts, 1859 Kingston Road, Scarborough, ON, M1N 1T3

EMAIL: programs@scarborougharts.com (Subject Line: BLUFFS GALLERY RENTAL)

RENTAL INQUIRY CHECKLIST

Please ensure that your submission form is complete. Incomplete submission forms will not be considered. All entries must include the following:

- 1 completed copy of a Submission Form
- 1 Exhibition Proposal (100 words max.)
- 1 Artist Statement (100 words max.)
- 1 Artist Bio (100 words max.)
- 1 Curriculum Vitae (C.V.)
- 3 example images of work in high-resolution .jpeg format

GALLERY RENTAL – TERMS AND CONDITIONS

Confirmation of Exhibition

In order to confirm an exhibition, this agreement must be completed and returned to Scarborough Arts as soon as possible, along with a deposit for the rental of the gallery. Upon approved selection and receipt of your items, you will receive a confirmation e-mail detailing next steps.

Payment

A 50% deposit of the overall total fee must be received by Scarborough Arts with your completed agreement. Payment can be made via cash, credit card, or cheque. The remaining balance must be paid at least 30 days prior to installation of works.

Gallery Rental Fees

- \$250.00 – 2 week gallery rental for existing SA members
- \$325.00 – 2 week gallery rental for non-SA members

Exhibition rental fees include the administrative services for the duration of the exhibit, processing of sales, Scarborough Arts staff members present during public hours of operation, fielding of exhibition inquiries, demonstration of installation/hanging technique and providing title cards (if required).

Exhibition Promotion and Advertising

Promotion and advertising of each exhibition is primarily the responsibility of the exhibiting artist. Scarborough Arts will include an exhibition listing on the Scarborough Arts website and monthly e-newsletter.

Gallery Hours of Operation

The Bluffs Gallery is open Monday to Friday, 9:00AM to 5:00PM and is closed on holidays and weekends.

Sales and Commission

All sales are processed through Scarborough Arts. The artist shall retain 80% commission and Scarborough Arts shall retain 20% commission of exhibit sales. Payment to the artist is processed following the conclusion of the exhibition.

Opening Receptions

Hosting an opening reception is **OPTIONAL** and is to the discretion and responsibility of the exhibiting artist. Artists may host an opening reception on the first Thursday of the exhibit.

- FREE – anytime between 12:00PM and 4:00PM
- \$50.00 – anytime between 5:00PM and 8:00PM (includes preparation and tear down time)

Use of gallery space for reception includes use of kitchenette (refrigerator and sink). In order to serve alcohol at an opening reception, a "Special Occasion Permit" must be purchased in advance by the exhibitor from the LCBO and must be approved by Scarborough Arts at least 30 days before the reception (<http://www.lcbo.com/products.permits.html>). The exhibitor is responsible for all printing of invitations, purchase of refreshments and procurement of licenses. Pre-recorded music played during any event held at The Bluffs Gallery requires, by law, a license acquired from the Society of Composers, Authors and Music Publishers of Canada and is the responsibility of the exhibitor (<http://www.socan.ca>).

Installation and Hanging

<i>FOR OFFICE USE ONLY</i>
Scheduled Installation 1:00PM on _____
Scheduled Dismantling 10:00AM on _____

Exhibitions must be hung on the date and time specified in this agreement. Installation and dismantling of artworks are primarily the responsibility of the artist. Please bring extra help on your installation day, if required. Artwork must be hung on the hook-and-chain system provided. A pricelist of works to be exhibited is required in advance of the installation date. Artists may use their own display cards, or send information to Scarborough Arts at least 10 business days in advance of installation. Exhibitors may only use the main gallery area, foyer, sunroom and kitchenette and are responsible for any damage caused to the area or gallery consignment items.

Cancellation Policy

Rental deposit becomes non-refundable unless written notice of cancellation is provided to Scarborough Arts at least 40 days prior to the exhibition date, except in the case of extreme emergencies. Cancellations must be submitted in writing and delivered either by hand, regular mail or electronic mail. Please telephone Scarborough Arts immediately to confirm receipt of your cancellation notice. Scarborough Arts reserves the right to cancel the exhibition and refund the deposit with 90 days written notice.

SUBMISSION FORM

Artist's Name(s) or Collective's Name	
Street Address	Apt. / Unit
Town / City	Postal Code
Telephone Number (s)	Email Address

Website	
Exhibition Title	
Medium	Exhibition Dates
Reception Date and Time (Optional)	

FOR OFFICE USE ONLY		
Applicable Fees		
<input type="checkbox"/> \$250.00 – 2 week gallery rental for existing SA members		
<input type="checkbox"/> \$325.00 – 2 week gallery rental for non-SA members		
<input type="checkbox"/> FREE – Opening Reception (anytime between 12:00PM and 4:00PM)		
<input type="checkbox"/> \$50.00 – Opening Reception (anytime between 5:00PM and 8:00PM)		
Total \$ _____		
DEPOSIT RECEIVED		
Date	Amount	Cash/Cheque/Credit Card
BALANCE RECEIVED		
Date	Amount	Cash/Cheque/Credit Card

I/We have read and understood The Bluffs Gallery – Fall 2016 Rental Inquiry Form and agree to all Terms and Conditions of Rental. I understand that I am submitting my artwork to Scarborough Arts and declare that the information on this form is correct and that my submission(s) is/are of my own creation. I acknowledge that Scarborough Arts reserves the right to deny submissions based on content and quality, at their sole discretion. I understand that contracts may be declared void at the discretion of the Scarborough Arts Executive Director or Program Director.

Full Name (printed)	
Exhibitor(s) Signature	Date
Scarborough Arts Signature	Date